

Title: DIVISION WHITE PAPER/ “POINT PAPER” PREPARATION	Number: D65-01-08	Revision No.: OD	Effective Date: 31 JAN 97
	Prepared By: Thomas J. Underwood	Approved By: Thomas S. Dodson	Page: 1 OF 2

31 January 1997

STANDARD OPERATING PROCEDURE D65-01-08

From: D65
To: D65 Division

Subj: DIVISION “WHITE PAPER”/”POINT PAPER” PREPARATION

1. Purpose. To establish a system and provide instructions for preparation of “White Papers.” Other names for “White Paper” include “Point Paper” or “Position Paper.”
2. Scope and Application. This procedure applies to all “White Papers” or “Point Papers” prepared by the Division
3. Policy. The “White Paper” or “Point Paper” is a valuable communication tool and should be used by all employees. “White Papers”/”Point Papers” are used primarily to summarize and inform. They are also used to summarize complex problems and issues, identify and evaluate options for resolution, and recommend solutions. “White Papers” or “Point Papers” should be prepared with the “customer” reader in mind. Acronyms should be spelled out. The preparer should assume that the information is new to the reader. The keys to a quality product are organization, completeness, accuracy, and brevity.
4. Procedure. The following format guidelines provide a “generic” structure for “White Papers” or “Point Papers”. Information should be shown in “numeric” and/or “bulletized” formats as much as possible. Long, drawn out dialogue and text detracts from the effectiveness of the correspondence.
 - a. Title/Heading (Mandatory) - The title and heading should include (a) the specific subject, (b) the preparer’s name and organization, and (c) the date prepared.
 - b. Purpose (Mandatory) - The purpose of the correspondence should be clearly identified. Some of the more common purposes include “to inform”, “to advise”, “to summarize”, “to identify options and recommend a solution”. Clear definition of the “White Paper’s” purpose will help the reader focus properly on its contents.
 - c. Background (Optional) - Background information is optional, but should be used when the purpose of the “White Paper” is to inform the reader about key information that contributed to or

Title: DIVISION WHITE PAPER/ “POINT PAPER” PREPARATION	Number: D65-01-08	Revision No.: OD	Effective Date: 31 JAN 97
	Prepared By: Thomas J. Underwood	Approved By: Thomas S. Dodson	Page: 2 OF 2

led up to a certain issue or problem. The preparer should provide adequate background information relating to the purpose of the “White Paper” and should lead and prepare the reader for the options and recommendations that follow. Background information should also include, if applicable, key personnel and organizations involved (i.e. sponsors, customers, In-Service Engineering Agents (ISEAs)) in the problem or issue particularly if follow-on coordination and/or additional approvals of solutions/corrective actions are required.

d. Statement of the Problem or Issue (Optional) - The preparer should ensure that the problem or issue is clearly stated. A common fallacy is to identify a problem “symptom” rather than the actual problem or issue. Identification of the problem and “root cause” is critical; otherwise, the reader/decision maker will be misled.

e. Options and Recommendations (Optional) - The preparer should clearly identify potential options for solution/corrective action. “Actionees” (preferably specific people rather than organizations) and their specific required actions relative to each option should be identified. The preparer should evaluate each option, quantitatively, if possible, but, at least, qualitatively (i.e. cost impacts, schedule impacts, technical performance impacts, impacts on other organizations). Finally, the preparer should present his or her recommendation based upon the option evaluations with justification supporting the recommendation.

THOMAS S. DODSON